



# Pauta de Reunião

Elaborado por \_\_\_\_\_ Ocorrida em \_\_\_\_\_

Assunto \_\_\_\_\_ Horário \_\_\_\_\_ Local \_\_\_\_\_

Participantes	Setor	Empresa
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____
13 _____	_____	_____
14 _____	_____	_____
15 _____	_____	_____
16 _____	_____	_____
17 _____	_____	_____
18 _____	_____	_____
19 _____	_____	_____
20 _____	_____	_____

## Pauta

- Item 1 \_\_\_\_\_
- Item 2 \_\_\_\_\_
- Item 3 \_\_\_\_\_
- Item 4 \_\_\_\_\_
- Item 5 \_\_\_\_\_
- Item 6 \_\_\_\_\_
- Item 7 \_\_\_\_\_
- Item 8 \_\_\_\_\_
- Item 9 \_\_\_\_\_
- Item 10 \_\_\_\_\_
- Item 11 \_\_\_\_\_
- Item 12 \_\_\_\_\_
- Item 13 \_\_\_\_\_
- Item 14 \_\_\_\_\_
- Item 15 \_\_\_\_\_
- Item 16 \_\_\_\_\_
- Item 17 \_\_\_\_\_
- Item 18 \_\_\_\_\_
- Item 19 \_\_\_\_\_
- Item 20 \_\_\_\_\_

## Observações

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

## Celular

- ligado
- desligado

## Notebook

- permitido
- não permitido